



Regional Wireless Cooperative

Board of Directors

Agenda

August 29, 2019

10:00 a.m. – 11:30 a.m.

	ITEM	PRESENTER
1)	Call to Order, Roll Call, Opening Comments	Chair Paul Luizzi
2)	Call to the Public A member of the public may request to address the Board by submitting a blue card that is available at the entry of the room. Speakers will be considered at the sole discretion of the Board Chair and will be allotted no more than three (3) minutes to speak.	Chair Paul Luizzi
3)	Approval of RWC Board Meeting Minutes from the May 23, 2019 Meeting This item is for information discussion, and action.	Chair Paul Luizzi Est. 2 min.
4)	RWC Audit Committee Vacancy The purpose of this item is to select a replacement for a vacancy on the RWC Audit Committee. This item is for information, discussion, and action.	John Imig RWC Executive Director Est. 5 min.
5)	Communication System Strategic Alliance (CSSA) Update The purpose of this item is to advise the Board about three (3) task orders created by the CSSA. This item is for information and discussion.	John Imig RWC Executive Director Est. 5 min.



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<p>6)</p>	<p>Conventional Network Billing The purpose of this item is to provide an update about the billing for the Conventional Network (AKA the “VHF” or “Fire” Network), which began with the new fiscal year on July 1, 2019. This item is for information and discussion.</p>	<p>John Imig RWC Executive Director Est. 10 min.</p>
<p>7)</p>	<p>Project Update The purpose of this item is to provide an update about current projects. This item is for information and discussion.</p>	<p>Tom Grebner Wireless Communications Manager City of Phoenix Est. 10 min.</p>
<p>8)</p>	<p>Executive Director’s Report A. Formation of the Fire Code Working Group B. Annual Audit C. GFOA Award D. Performance Achievement Budget Management Award E. Staffing Update This item is for information and discussion.</p>	<p>John Imig RWC Executive Director Est. 5 min.</p>
<p>9)</p>	<p>Announcements, Public Comment, Future Agenda Items The purpose of this item is to communicate any Board announcements, additional public comment, or future agenda items. This item is for information only.</p>	<p>Chair Paul Luizzi</p>



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10)	Adjourn	Chair Paul Luizzi
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Remaining 2019 RWC Board of Directors Meetings

<u>Date</u>	<u>Location</u>
Thursday, November 21 10:00 – 11:30	Maricopa Association of Governments (MAG) 302 North 1st Avenue, 2nd Floor Phoenix, AZ 85003 Ironwood Room



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 29, 2019
FROM:	John Imig, RWC Executive Director		Item 4
SUBJECT:	RWC Audit Committee Vacancy		

BACKGROUND

In 2011, at the recommendation of the auditing firm of CliftonLarsonAllen LLP, the RWC Board of Directors created a three-person Audit Committee made up of Board Members to represent the RWC in reviewing the findings and recommendations of the outside audit firm. Members serve three-year terms.

ISSUE

Chief Rick St. John recently retired from the City of Glendale and as such will no longer serve on the Board of Directors as well as the Audit Committee. A replacement Board Member is therefore needed to fill the vacancy on the Audit Committee.

The other two current members of the Audit Committee are Assistant Chief Val Gale, from the Chandler Fire Department, and Chief Terry Young, from Surprise Police Department, who were both selected at the February 2019 Board Meeting.

RECOMMENDATION

The Executive Director, after review and approval by the Executive Committee, recommends the Board of Directors seek a volunteer from or select a member of the Board of Directors to serve a new three-year term on the Audit Committee to replace Chief Rick St. John.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 29, 2019
FROM:	John Imig, RWC Executive Director	Item 5	
SUBJECT:	Communications Systems Strategic Alliance (CSSA) Update		

BACKGROUND

- The Master IGA approving the CSSA between the RWC and the TRWC was formally approved at the November 2018 Board meeting. The IGA stipulates that the two systems may jointly collaborate on such efforts as equipment purchasing, use of facilities and co-location of equipment, maintenance services, research and development, and policies and procedures.
- Three supporting Task Orders have been developed to date, addressing the potential for collaboration in (1) Support Services Contracts, (2) Subscriber Supply and Support Contracts and (3) Software Licensing. A fourth Task Order is being drafted to address the Fire Code initiative being discussed during the Executive Director's Report.
- There are further meetings in preparation for possible expansion of the CSSA to other systems besides the RWC and TRWC.

RECOMMENDATION

This item is for information and discussion.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 29, 2019
FROM:	John Imig, RWC Executive Director Almira Santos, RWC Accountant III		Item 6
SUBJECT:	CONVENTIONAL NETWORK BILLING		

PURPOSE

The purpose of this item is to provide an update about the billing for the Conventional Network (AKA the "VHF" or "Fire" Network), which began with the new fiscal year on July 1, 2019.

BACKGROUND

On February 28, 2019, the RWC Board of Directors approved the Fire Conventional Network (VHF) Fiscal year 2019/20 Subscriber Unit Rate of \$10.71 and the Required Minimum Balance (RMB) estimated budget to be implemented on July 1, 2019.

DISCUSSION

The RWC Conventional Network billing for the FY2020 1st Quarter Operations and Maintenance (O&M) and the RMB invoices was recently mailed out to all Members and Conditional Participants.

The July 2019 Radio count had a total of 3,577 which is 91 radios more than February 2019 radio count we used to estimate the budget. This resulted in \$2,923.83 increase in revenue for the first quarter.

Most of the member's radio count changed from the February 2019 radio count basis which resulted in either an increase or decrease in their share of cost.

RECOMMENDATION

This agenda item is for information and discussion only.

Attachments:

- A) RWC Conventional Network, FY2020 Q1 O&M Comparison of Actual vs Estimates
- B) RWC Conventional Network, FY2020 RMB Comparison of Actual vs Estimates

A) RWC Conventional Network, FY2020 Q1 O&M Comparison of Actual vs Estimates

RWC Members	July 2019 Count of Equipment	Feb 2019		Financial Impact
		Radio Count on Board Report	increase/ (decrease)	
ITC-AZ-FIRE-AND-MED-AUTHORITY	41	47	(6)	(192.78)
ITC-AVONDALE-FD	69	69	0	0.00
ITC-BUCKEYE-FD	95	95	0	0.00
ITC-CHANDLER-FD	160	160	0	0.00
ITC-DAISY-MOUNTAIN-FD	70	64	6	192.78
ITC-EL-MIRAGE-FD	23	25	(2)	(64.26)
ITC-GLENDALE-FD	156	192	(36)	(1,156.68)
ITC-GOODYEAR-FD	72	90	(18)	(578.34)
ITC-GUADALUPE-FD	7	8	(1)	(32.13)
ITC-MARICOPA-FD	51	47	4	128.52
ITC-PEORIA-FD	128	155	(27)	(867.51)
ITC-SCOTTSDALE-FD	229	237	(8)	(257.04)
ITC-SUN-CITY-FIRE	56	56	0	0.00
ITC-SURPRISE-FD	117	108	9	289.17
ITC-TEMPE-FD	240	222	18	578.34
ITC-TOLLESON-FD	23	34	(11)	(353.43)
PHOENIX FD	1,925	1,785	140	4,498.20
Members Subtotal	3,462	3,394	68	2,184.84
Conditional Participant				
ITC-BUCKEYE-VALLEY-FD	88	41	47	1,510.11
ITC-HARQUAHALA-VALLEY-FD	11	33	(22)	(706.86)
ITC-TONOPAH-FD	16	18	(2)	(64.26)
Conditional Participants Subtotal	115	92	23	738.99
Grand Total	3,577	3,486	91	2,923.83

B) RWC Conventional Network, FY2020 RMB Comparison of Actual vs Estimates

RWC Members	July 2019 Count of Equipment	Feb 2019 Radio Count Board Report	increase/ (decrease)	RMB Estimates presented to Board	Actual RMB charge using July 2019 count	Financial Impact from Estimates
ITC-AZ-FIRE-AND-MED-AUTHORITY	41	47	(6)	754.95	892.29	137.34
ITC-AVONDALE-FD	69	69	0	1,108.34	1,080.14	(28.20)
ITC-BUCKEYE-FD	95	95	0	1,525.97	1,487.15	(38.82)
ITC-CHANDLER-FD	160	160	0	2,570.05	2,504.67	(65.38)
ITC-DAISY-MOUNTAIN-FD	70	64	6	1,028.02	1,095.79	67.77
ITC-EL-MIRAGE-FD	23	25	(2)	401.57	360.05	(41.52)
ITC-GLENDALE-FD	156	192	(36)	3,084.07	2,442.06	(642.01)
ITC-GOODYEAR-FD	72	90	(18)	1,445.66	1,127.10	(318.56)
ITC-GUADALUPE-FD	7	8	(1)	128.50	109.58	(18.92)
ITC-MARICOPA-FD	51	47	4	754.95	798.36	43.41
ITC-PEORIA-FD	128	155	(27)	2,489.74	2,003.74	(486.00)
ITC-SCOTTSDALE-FD	229	237	(8)	3,806.89	3,584.81	(222.08)
ITC-SUN-CITY-FIRE	56	56	0	899.52	876.64	(22.88)
ITC-SURPRISE-FD	117	108	9	1,734.79	1,831.54	96.75
ITC-TEMPE-FD	240	222	18	3,565.95	3,757.00	191.05
ITC-TOLLESON-FD	23	34	(11)	546.14	360.05	(186.09)
PHOENIX FD	1,925	1,785	140	28,672.17	30,134.33	1462.16
Members Subtotal	3,462	3,394	68	54,517.29	54,445.30	(71.99)
Conditional Participant						
ITC-BUCKEYE-VALLEY-FD	88	41	47	658.58	1,377.57	718.99
ITC-HARQUAHALA-VALLEY-FD	11	33	(22)	530.07	172.20	(357.87)
ITC-TONOPAH-FD	16	18	(2)	289.13		(289.13)
Conditional Participants Subtotal	115	92	23	1,477.78	1,549.77	71.99
Grand Total	3,577	3,486	91	55,995.07	55,995.07	0.00



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 29, 2019
FROM:	John Imig, RWC Executive Director		Item 8
SUBJECT:	Executive Director's Report		

BACKGROUND

The Executive Director will brief the Board of Directors on the following items:

- 1) Formation of the Fire Code Working Group
- 2) Annual Audit
- 3) GFOA Award
- 4) Performance Achievement Budget Management Award
- 5) Staffing Update

RECOMMENDATION

This item is for information and discussion.